

FAMILY-FRIENDLY LEAVE POLICIES

SYNOPSIS

FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)

(Public Law 103-3, February 5, 1993)

Effective on August 5, 1993

Covered Federal employees are entitled to a total of 12 workweeks of unpaid leave during any 12-month period for (a) the birth of a son or daughter and care of the newborn; (b) the placement of a son or daughter with the employee for adoption or foster care; (c) the care of a spouse, son, daughter, or parent with a serious health condition; and (d) a serious health condition of the employee that makes the employee unable to perform the duties of his or her position. Upon return from such leave, an employee must be returned to the same position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment.

FEDERAL EMPLOYEES FAMILY FRIENDLY LEAVE ACT

(Public Law 103-388, October 22, 1994)

Regulations Effective on December 2, 1994

Most covered Federal employees may use up to 104 hours (13 days) of sick leave each leave year to care for a family member or to arrange for or attend the funeral of a family member. Full-time employees may use 40 hours (5 days) of sick leave for these purposes without regard to their current sick leave balance. An additional 64 hours (8 days) may be used if the employee maintains a balance of at least 80 hours of sick leave in his or her sick leave account.

SICK LEAVE FOR ADOPTION

(Section 629(b) of Public Law 103-329, September 30, 1994)

Federal employees are entitled to use sick leave for purposes related to the adoption of a child. In addition, employees may substitute sick leave retroactively for all or any portion of annual leave used for adoption-related purposes between September 30, 1991, and September 30, 1994.

LEAVE FOR BONE-MARROW OR ORGAN DONATION

(Section 629(a) of Public Law 103-329, September 30, 1994)

Federal employees are entitled to use 7 days of paid leave each calendar year (in addition to annual or sick leave) to serve as a bone-marrow or organ donor.

FEDERAL LEAVE SHARING

(Public Law 103-103, October 8, 1993)

Permanent program effective since January 31, 1994

Leave transfer programs allow Federal employees to donate annual leave to other Federal employees who have medical emergencies and who have exhausted their own leave. Leave banks allow employees to contribute a specified amount of annual leave yearly to their agency leave bank. Leave bank members with medical emergencies can withdraw leave from the bank if they exhaust their own leave.